

EU-OSHA/TR/18/01 - TRAINEESHIPS

CALL FOR APPLICATIONS FOR TRAINEESHIPS AT THE EUROPEAN AGENCY FOR SAFETY AND HEALTH AT WORK (EU-OSHA)

The European Agency for Safety and Health at Work (EU-OSHA) is a decentralised agency of the European Union, established in 1996 and based in Bilbao (Spain).

The aim of EU-OSHA is to promote safer, healthier and more productive workplaces by providing the European institutions, the Member States and those involved in health and safety at work with technical, scientific and economic information. Further information on our activities can be found on our website: <http://osha.europa.eu>

The Agency is organising a selection procedure for traineeships at EU-OSHA. The traineeships will be based in the Bilbao office and at the Agency's Brussels Liaison Office.

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1. TRAINEESHIP DESCRIPTION

The following traineeship profiles are possible to apply for:

- Resource and Service Centre- Human Resources (RSC-HR)
- Network Secretariat – Brussels Liaison Office (NET–BLO)
- Network Secretariat – Quality (NET-QT)
- Communication and Promotion Unit- Communication (CPU-COMM)
- Communication and Promotion Unit- ICT/Web (CPU-ICT/WEB)
- Prevention and Research Unit (PRU)

2. GENERAL PROVISIONS

The EU-OSHA traineeship programme is addressed to university graduates, without excluding those who in the framework of lifelong learning have recently obtained a university diploma and are at the beginning of a new professional career.

The aims of the traineeship at EU-OSHA are:

- To provide trainees an understanding of the objectives and activities of the Agency.
- To enable trainees to acquire practical experience and knowledge of the day-to-day work of EU-OSHA. To provide the opportunity to work in a diverse, multi-cultural, and multi-linguistic environment, contributing to the development of mutual understanding, trust and tolerance.
- To enable trainees to put into practice knowledge acquired during their studies, and in particular in their specific areas of competence. To introduce these graduates to the professional world and the constraints, duties and opportunities therein.

For detailed information on the EU-OSHA traineeship programme, applicants are advised to read carefully the **Rules Governing the EU-OSHA Traineeship Programme**.

3. ORGANISATION OF THE TRAINEESHIP PROGRAMME

The traineeship may last a minimum of six and a maximum of 12 months. Traineeship agreements are initially offered for a period of six months with the option for extension for a further six months period, upon justification by the Head of Unit and budget availability.

Traineeship agreements begin on the 1st or the 16th of the month.

4. ELIGIBILITY CRITERIA

To be considered eligible, trainees must satisfy all of the following requirements on the closing date for submission of applications.

- **Nationality:** Be a national of one of the Member States of the European Union and Iceland, Norway and Liechtenstein (parties of the EEA agreement).
- **University diploma:** Candidates must have completed the first cycle of a higher education course (i.e. university education) and obtained a full degree or its equivalent by the closing date for applications. For declared on-going post-graduate studies an official declaration from the relevant university/institute must be provided.
- **Languages:** In order for the trainees to fully profit from the traineeship and to be able to follow meetings and perform adequately,
 - applicants from Member States of the European Union must have very good knowledge of at least two official languages of the European Union¹, of which one must be English, as English is the main vehicular language within EU-OSHA;
 - applicants from Iceland, Norway and Liechtenstein must have very good knowledge of English, as English is the main vehicular language within EU-OSHA.

5. APPLICATION PROCEDURE

Candidates must submit their application electronically. The EU-OSHA **application form** shall be used.

Candidates may apply for one or more traineeship profiles by filling out a separate application form.

Candidates are requested to send their application in English, which is the main working language of the Agency. All parts of the application form must be completed in full. Incomplete applications will not be considered.

Applications must reach recruitment@osha.europa.eu by not later than **28 March 2018 at 13:00 noon Central European Time (CET)**. The subject of the e-mail should include the reference of this call for applications (EUOSHA/TR/18/01), the traineeship profile and the candidate's family name.

Applications must be saved as follows:

EUOSHA/TR/18/01 – TRAINEESHIP PROFILE - FAMILY NAME

Example: EUOSHA/TR/18/01 – RSC-HR – SMITH

¹ Very good knowledge is required at least at B2 level. The assessment is done in accordance with the Common European Framework of reference for Languages (CEFR) <http://europass.cedefop.europa.eu/sites/default/files/cefr-en.pdf>

Candidates will be eliminated if:

- Their application is received after **28 March 2018 at 13:00 CET**.
- They do not use and duly complete the official application form provided by the Agency.
- They do not meet the eligibility criteria.

6. SELECTION PROCEDURE

Eligibility of candidates will be firstly assessed according to compliance with the eligibility criteria (see section 4).

EU-OSHA makes its selection of trainees on the basis of the applications received as per this traineeship call. Successful candidates are selected on the basis of the educational background, qualifications, competences, and motivation. The selection procedure aims to keep, to the best possible level a diverse pool of short-listed candidates.

In the course of the selection, short-listed applicants may be contacted for an interview or phone (skype or other) interview in order to check their availability, language skills, and to discuss reciprocal expectations.

Candidates may as well be requested to provide further information or documents as part of the selection procedure.

Engagement for a traineeship will be decided by the Agency's Director on the basis of a short list of the most suitable candidates proposed by the Heads of Unit. This short list may be used for other similar traineeships depending on the needs of the Agency.

Successful trainees are informed by letter by Human Resources. The Agency regrets that, due to the large volume of applications it receives, only selected trainees will be contacted.

Selected trainees are obliged to provide any supporting documents and certificates required by Human Resources within the indicated deadline. They are responsible for making sure that they obtain all the documentation required by the national authorities, if necessary.

Before the commencement of the traineeship, successful candidates are required to provide the following documents, in addition to the two copies of the traineeship agreement duly signed:

- A proof of nationality;
- A photocopy of all diplomas, academic qualifications/ degrees obtained;
- A photocopy of employment certificates, if applicable;
- An excerpt from the police record indicating good conduct;
- A medical certificate confirming that s/he is "fit to work";
- A statement indicating whether the trainee is gainfully employed and if so the amount of his/her earnings;
- A statement indicating whether the trainee is in receipt of a grant or allowance from another sources and if so, the amount of these grants or allowances;
- A photocopy of health and accident insurance for the duration of the traineeship (EU insurance card is a common use).

Unsuccessful candidates are not contacted. If an application is unsuccessful, a candidate may re-apply for a subsequent traineeship. It is however necessary to submit a new application together with all supporting documents.

7. BASIC ALLOWANCE, REIMBURSEMENT AND INSURANCE

Trainees are awarded a monthly allowance of 25 % of the basic remuneration of a temporary agent at grade AD 5 /1. The amount of the allowance is set on a yearly basis and is subject to the annual revision of the remuneration. For example, currently, a trainee allowance in 2018 is at 1.176,84 EUR/ month.

Trainees whose place of selection (as indicated in their application form) at the beginning of the traineeship is more than 50 km from the place of employment are entitled to a reimbursement of the travel expenses incurred at the beginning and end of the traineeship.

Sickness and accident insurance is mandatory. Trainees shall be responsible for organising their own insurance against accidents along with health cover and any insurance required for family members for the duration of their traineeship.

8. EQUAL OPPORTUNITIES

EU-OSHA is an equal opportunities employer and strongly encourages applications from all candidates who fulfil the eligibility criteria and interested in a traineeship position. EU-OSHA ensures that its recruitment procedures do not discriminate on the grounds of gender, colour, racial, ethnic or social origin, genetic features, language, religion or belief, political or any other opinion, membership of a national minority, property, birth, disability, nationality, age, sexual orientation or gender identity.

9. DATA PROTECTION

The processing of personal data by EU-OSHA is governed by Regulation (EC) N° 45/2001. By submitting an application for a traineeship, the applicant is understood, in the sense of Article 5 (d) of the Regulation, to have given his/her consent to the processing of the personal data contained in the application form and the supporting documents requested. The provision of information requested in the application form and the supporting documents is obligatory. Incomplete applications will be excluded from the selection. The personal data in question is collected by EU-OSHA for the sole purpose of the selection of trainees. For more information, please refer to the privacy statement on protection of personal data in relation to selection and recruitment of temporary agents, contract agents, seconded national experts, and trainees available on the EU-OSHA website.